

SPAWARINST 5270.1
SPAWAR 07-1
09 FEB 1998

SPAWAR INSTRUCTION 5270.1

From: Commander, Space and Naval Warfare Systems Command

Subj: USE OF SPACE AND NAVAL WARFARE SYSTEMS COMMAND (SPAWAR)
INFORMATION AND TELECOMMUNICATIONS SYSTEMS AND
DISSEMINATION OF INFORMATION TO THE PUBLIC

Ref: (a) DoD Policy for Establishing and Maintaining a Publicly Accessible Department of
Defense Web Information Service (<http://www.defenselink.mil/polmemo.html>)

1. Purpose. To provide guidance to all SPAWAR personnel and contractors associated with SPAWAR, on the proper and allowed use of Information and Telecommunication Systems.

2. Scope:

a. "Information and Telecommunications Systems" includes telephones, fax machines, desktop computers, laptop or notebook computers, and includes use of e-mail and Internet systems, including the World Wide Web (WWW).

b. The fundamental policy recognizes that we are all users of public funds and must aggressively guard against any misuse of those funds. In some areas, judgment is required on the part of employees and supervisors to determine acceptable use. This instruction establishes guidelines for proper use of government equipment but cannot cover every case.

3. Policy: All SPAWAR Information and Telecommunications Systems should be used only for authorized purposes. Authorized purposes include official business, and limited personal use when approved by a supervisor.

a. The following are permissible uses:

(1) Official business and emergency communications. This includes limited personal communications by military or civilian personnel who are deployed for extended periods on official business, when such use has been approved by theater or local commanders in the interest of morale and welfare.

(2) Brief personal communications made by DoD employees while traveling on Government business, specifically to notify family members of official transportation or schedule changes.

(3) Personal communications of reasonable duration and frequency from the DoD employee's usual work place, that are most reasonably made while at the work place, with a supervisor's approval (GS-12 and above or a commissioned military officer). Examples of permissible use include but are not limited to:

- (a) Checking in with spouse or minor children;
- (b) Scheduling doctor, auto or home repair appointments;
- (c) Brief Internet searches;
- (d) E-mailing directions to visiting relatives;
- (e) Job searching in a time of downsizing.
- (f) Personal toll (long distance phone) calls, when charged to a personal calling card.

b. The following are impermissible uses:

- (1) Uses involving pornography, sexually explicit or "adult" material;
- (2) Chain letters or other communications that overburden the communications system;
- (3) "Subscribing" to email bulletin board mailings which overburden the email system;
- (4) Advertising, soliciting, or selling personal items, except on authorized bulletin boards;
- (5) Violations of statute or regulations, such as sexually harassing transmissions, copyright infringement, and all unlawful or offensive communications;
- (6) Inappropriate handling of classified information;
- (7) Personal toll (long distance phone) calls made at Government expense;
- (8) Any use concerning private business endeavors;
- (9) Any use which adversely affects the performance of official duties;
- (10) Unauthorized release to the public of official information of any type;
- (11) Per reference (a), placing publicly accessible websites and sensitive data on the same servers, or creating links from a publicly accessible website to websites containing information not meant for public dissemination.

4. Monitoring. All Government owned or leased communications devices, computers, and networks are subject to monitoring at any time. SPAWAR devices and networks are monitored on a regular, random basis and misuse is subject to immediate administrative or other required action.

5. Responsibilities.

a. Questions regarding appropriate use of communications resources may be directed to the Office of Counsel, Code 00C.

b. Questions regarding authorization to release material to the public may be directed to the Public Affairs Office, Code 00L.

/S/

G.F.A. Wagner
Rear Admiral, U.S. Navy

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